SECTION 4: LIEN HOLDER INFORMATION



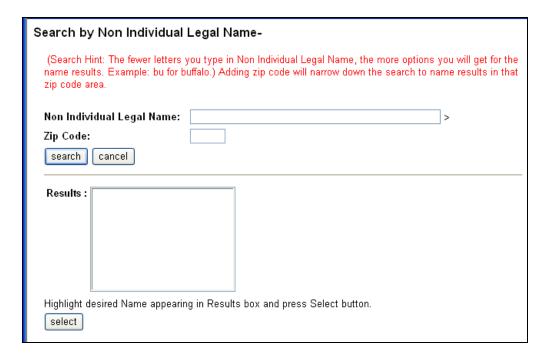
- If there is not a Lien Holder, the corresponding box must be checked to continue.
- If there is a Lien Holder, select the box labeled: Lien Holder should be listed on title.
 - o Enter the Secured Party number
- Select **LienHolder Search** if you need to search for the number
- Click on **Secured Party Number Tips** to view a reference sheet
- If you still cannot find the correct number, select **Request Secured Party** # to send a request to DMV. Responses will be sent via email within 24 hours.
- If the loan information is pending, you may select the Finance Pending checkbox. This will add a "Finance Pending" placeholder in lieu of the lien.
 - o A \$4 loan-filing fee will be added to ensure proper fees are collected.
 - An error message will appear if attempting to complete the transaction with Finance Pending. The transaction should be pended until finance information can be obtained.
 - When completing the transaction, enter the new secured party number and continue processing.

Select NEXT

LIEN HOLDER SEARCH

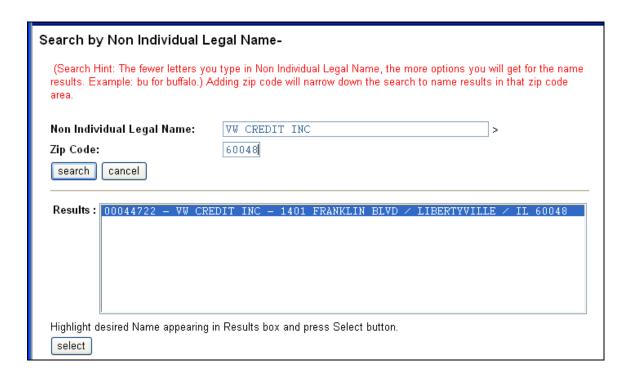


Lien Holder Search: Select this button if you do not know the Secured Party #.



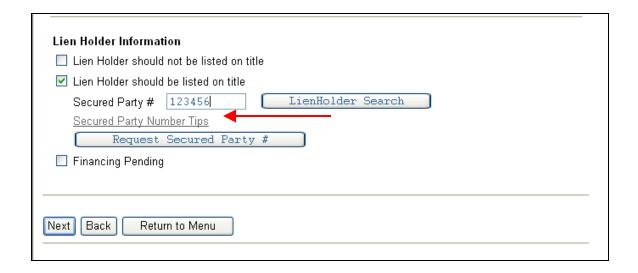
Enter the search criteria, including zip code, and select SEARCH.

SECURED PARTY SEACRH RESULTS



Highlight the correct Secured Party and press **SELECT** button. If you are unable to find the correct Secured Party #, try altering the search criteria.

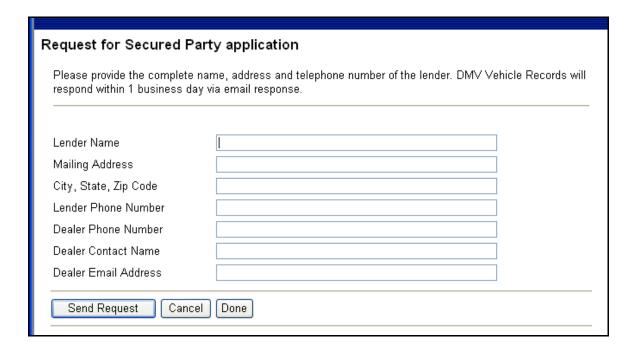
If you are still unable to find the correct Secured Party #, click on <u>Secured Party Number Tips</u> to view a reference guide:



REQUEST SECURED PARTY NUMBER

If you are still unable to find the correct SP#, select the Request Secured Party # button.





You can send a request to DMV to provide a Secured Party number. Complete all fields and then select the **Send Request** button.

DMV will respond to Secured Party requests within one business day. The Secured Party number will be returned via email response.